

STATINTL

NAME : [REDACTED]

OFFICE : DL/PETS K8-8341

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

The segment on Records Management was the most beneficial at this time because we are preparing to revise our records schedule within the office (as well as throughout the Agency), and this presentation gave me a better understanding of the problems we face and better ways to go about resolving the problems. The speaker was quite dynamic and made an otherwise very dull subject an important part of our everyday work life. (See Reverse Side)

C. Did you feel the session on the Administration Directorate/ Management & Advisory Group (AD/MAG) was beneficial? Why?

Yes - the speakers gave the class a rundown on what the group has accomplished, hopes to accomplish, and solicited the class' views on how to make management more effective throughout all levels.

D. Other Comments:

Overall, I felt the course was quite informative, and it did give me a better understanding of the diverse activities that go on daily throughout the directorate and Agency, although most of us are not familiar with them as they fall outside our scope of daily work. Most of the speakers gave excellent presentations while a few had to cover topics that were not quite as exciting but nevertheless a necessary part of our total picture.